

Department of the Army (DA) Boards Process: To create and convene a Department of the Army Board

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------|----------------|-----------------------------------------------------------------------------------------------------------------------|
| 1 | Identify Officers to go before Board (DBS, TAPDB-G) | HRP-R Boards Section identifies the names of Officers that are due to go before the Board; this data is pulled from TAPDB-G and entered into DA Boards System (DBS). HRP-R Boards Section backwards plans all DA Boards based upon HRC DA Boards Calendar produced at the beginning of each FY. | | | DBS TAPDB-G | HRC DA Boards Calendar includes the zone of consideration, name of Board, and the convene/adjourn dates of the Board. |
| 2 | Create and send SSN text file | HRP-R Boards Section creates 54 text files containing names and SSNs of Officers identified as "in the zone of consideration" to go before the DA Board (1 file for each State/Territory). | | | | |
| 3 | Send unique text file and suspense date | HRP-R iPERMS Office sends each State/Territory their unique text file along with a suspense date to scrub Officer performance folders. | | | | |
| 4 | Scrub performance folders (iPERMS) | State OPM scrubs Officer performance folders. "Scrubbing" includes validating the appropriate promotion documents are visible (e.g., DA Photo, OER, etc.) and that there are no duplicate documents. Once complete, State OPM sends notification email to HRP-R iPERMS Office. | | | iPERMS | |
| 5 | Receive notification of clean Officer performance folder | HRP-R iPERMS Office receives notification that the Officer performance folders are clean. | | | | |
| 6 | Create and send AG 601 | HRP-R Boards Section creates and emails the AG 601 to State OPM. | | | | |

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| 7 | Validate AG 601 | State OPM validates AG 601 against State Orders generated by Federal Recognition actions (e.g., promotions, retirements, etc.) and requests to add or delete Officer names. | | | | This happens four times throughout the process. |
| 8 | Update DA Boards System (DBS) | HRP-R Boards Section updates DBS with the requested information (additional or deleted Officers) from State OPM. | | | DBS | |
| 9 | Create and send flat/data file | HRP-R Boards Section creates a flat/data file containing names Officers within the "zone of consideration" and Jr/Sr list. HRP-R Boards Section sends to HRC. | | | | The Jr/Sr list contains two names: the most senior and junior Officers within the zone of consideration. |
| 10 | Publish Military Personnel (MILPER) message | HRC publishes the MILPER message to HRC website and sends to HRP-R Boards Section. MILPER message contains several pages of instruction, the zone of consideration, and Jr/Sr list. It is published approximately 120 days prior to the Board. | | | | |
| 11 | Create the Board (ASBS) | HRC creates the Board in ASBS using flat file and pulls information from iPERMS and Department of the Army Photograph Management Information System (DAPMIS). | | | ASBS DAPMIS iPERMS | |
| 12 | Forward MILPER message | HRP-R Boards Section forwards MILPER message to State OPM and Officers in zone of consideration via email. | | | | State OPM forwards MILPER message and additional instructions to Officer's CoC and/or Officers in zone of consideration. Process varies by State. |

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| 13 | Request waivers (if authorized and applicable) | If applicable, Officer requests waiver through Unit/Chain of Command (CoC) per guidance outlined in MILPER message. Waiver request is validated by State TAG and submitted through channels (e.g. Chief of NGB, HRH) to HRC for ultimate approval authority. | | | | Officer may request waiver if he/she is not qualified for DA Board, but believes credentials are strong. |
| 14 | Review and reconcile performance folder (iPERMS) | Officer reviews their performance folder in iPERMS. If Officer determines that information is missing or incorrect, he/she notifies CoC or State/Unit representative of issue so that it can be addressed. | | | iPERMS | |
| 15 | Review and reconcile MyBoardFile (2X Citizen) | Officer reviews their MyBoardFile (MBF) in 2X Citizen. If Officer determines that information is missing or incorrect, he/she notifies CoC or State/Unit representative of issue so that it can be addressed. | | | 2x Citizen | HRC removes the Officer's access to 2X Citizen 10 days before the Board convenes. MBF is presented to Board. |
| 16 | Create Letter to President of Board (if applicable) | If applicable, Officer creates Letter to President of Board per standards outlined in MILPER message. Officer submits Letter through State OPM to HRP-R Boards Section. | | | | This is an optional step. |
| 17 | Review and sign DA Form 2-1 | Officer reviews and signs DA Form 2-1 in accordance with the MILPER message | | DA Form 2-1 | | |
| 18 | Submit DA Form 2-1 and Letter to President of Board (if applicable) | State OPM sends DA Form 2-1 to HRP-R Boards Section via email and Letter to President of the Board (if applicable). | | | | |
| 19 | Update information (ASBS) | HRP-R Boards Section receives DA Form 2-1 and Letter to President and uploads to MBF via ASBS. | | | ASBS | Any updates made will be identified in iPERMS data pulls. |
| 20 | Certify MBF (2X Citizen) | When Officer determines that the information is correct, he/she certifies MBF on 2X Citizen. No further Officer action is required. | | | 2X Citizen | |

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| 21 | Scrub Officer Board files and update DBS (ASBS, DBS) | HRP-R Boards Section scrubs the Officer Board files in ASBS for educational qualification documents, duplicate documents, and unauthorized documents and subsequently updates DBS. | | | ASBS DBS | |
| 22 | Able to access ASBS? | Depending on how many days are left before the Board convenes, HRP-R Boards Section can continue to access ASBS. At the 10 day mark, their access is shutoff by HRC. If more than 10 days remain, weekly pulls occur to keep data updated. | | | ASBS | |
| 23 | Conduct weekly pulls (iPERMS) | Up until 10 days before the Board, HRP-R Boards Section conducts weekly pulls from iPERMS for any updated information. | | | iPERMS | The week prior to the Board, HRC conducts daily pulls. |
| 24 | Send AG 601 to States/Territories | HRP-R Boards Section updates the AG 601 based on weekly pull and sends updated AG 601 to all 54 States/Territories. | | | | |
| 25 | Remove ASBS access from HRP-R Boards (ASBS, 2x Citizen) | HRC removes ASBS access from HRP-R Boards Section for the relevant Board 10 days prior to the convening of the Board. HRC continues to pull data daily to ensure most accurate and current documents are in file. HRC also removes Officer's access to MBF in 2x Citizen 10 days prior to DA Board convening. | | | 2x Citizen ASBS | |
| 26 | Conduct Board and send results for approval | HRC convenes and conducts the Board and emails Board results to DA G1 for approval. | Officer Selection Board Policy Branch SOP | | | |
| 27 | Send Board results for approval | DA G1 emails Board results to appropriate agencies (12) in Pentagon for approval. | Officer Selection Board Policy Branch SOP | | | All COL Boards must be Senate confirmed. |

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| 28 | Create and send PREPO (Preposition List) | HRC receives the Board results from DA G1 and creates/emails the PREPO to HRP Division Chief and Deputy. This email states when select/non-select Soldier and general public notification can occur. | | | | |
| 29 | Send PREPO | HRP Division Chief receives the PREPO from HRC and sends to HRP-R Boards Section and MILPOs. | | | | |
| 30 | Forward PREPO | HRP-R Boards Section forwards the PREPO to State OPMs and HRP-R Boards Section GKO Webmaster to load Board results to HRP-R DA Boards web page. | | | | |
| 31 | Receive PREPO | State OPM receives the PREPO and utilizes as a management tool to promote Officers and field questions. State OPM develops and sends letter to notify Officers of selection or non-selection. The letter will include information on next steps and options. | | | | |
| 32 | Notify designated CoC (prior to release date) | State OPM notifies designated CoC of Board results. | | | | |
| 33 | Receive notification of selection or non-selection (after release date) | Officer receives notification of selection or non-selection after the release date. | | | | |
| 34 | Publish Board results on HRC website (after release date) | HRC publishes the Board results on the HRC website after release date. | HRC website | | | |
| 35 | Publish results on GKO (after release date) | HRP-R Board Section GKO Webmaster publishes Boards results to GKO after release date. | | | | |
| 36 | Update Promotion Consideration Codes/Dates and Mandatory Retention Date (SIDPERS) | State OPM updates Promotion Consideration Codes, Dates, and Mandatory Retention Date (if applicable) in SIDPERS. | NG PAM (AR) 25-10 | | SIDPERS | |

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| 37 | Accept, delay, or decline promotion? | Officer elects to accept, delay, or decline promotion. | | | | If Officer is AGR, and does not accept or decline, he/she is on indefinite delay. CoC monitors Officer status while on AGR. |
| 38 | Process promotion or transfer to USAR | If Officer accepts promotion, he/she submits Promotion Packet. State OPM processes the promotion or transfers Officer to USAR to accept promotion. | AR 135-155 NGR 600-100 | | | |
| 39 | Create and send Statement of Declination | Officer creates and sends Statement of Declination of Promotion to State OPM. | AR 135-155 NGR 600-100 | Declination Memo | | AR 135-155 (Example of Declination Memo) |
| 40 | Request delay of promotion | If Officer elects to delay promotion, requests delay from Unit/CoC. | AR 135-155 NGR 600-100 | | | |
| 41 | Endorse delay request | Unit/CoC endorses (approves/disapproves) Officer's delay request. | AR 135-155 NGR 600-100 | | | |
| 42 | Draft approval/disapproval memo | State OPM drafts approval/disapproval memo with delay request and sends to State TAG. | | | | |
| 43 | Reviews delay request | State TAG reviews delay request. | | | | |
| 44 | Approve delay? | State TAG approves or denies delay request. | | | | |
| 45 | Sign approval memo | State TAG signs the created approval memo. | | | | |
| 46 | Update Promotion Consideration Codes/Dates and Mandatory Retention Date (SIDPERS) | State OPM updates Promotion Consideration Codes, Dates, and Mandatory Retention Date (if applicable) in SIDPERS. | NG PAM (AR) 25-10 | | SIDPERS | |